

**VIRGINIA BOARD OF NURSING
EDUCATION INFORMAL CONFERENCE COMMITTEE
MINUTES
January 18, 2011**

TIME AND PLACE: The meeting of the Education Informal Conference Committee was convened at 9:03 a.m. in Suite 201, Department of Health Professions 9960 Mayland Drive, Second Floor, Board Room 3, Henrico, Virginia.

MEMBERS PRESENT: Judith E. Piersall, R.N., B.S.N., Chairperson
Patricia C. Lane, R.N., B.S.N., MBS, HCA

STAFF PRESENT: Jay P. Douglas, RN, MSM, CSAC, Executive Director
Paula B. Saxby, R.N., Ph.D., Deputy Executive Director
Tomeka Dowling, R.N., M.S., Nursing Education Consultant
Laura L. Mueller, Administrative Assistant

CONFERENCES SCHEDULED:

REGISTERED NURSING, PRACTICAL NURSING, AND NURSE AIDE EDUCATION PROGRAMS

Announcements

- Ms. Esi Gyenin resigned from Ultimate Health School practical nursing education program following the Education Informal Conference Committee meeting in November 2010.
- Portsmouth Public Schools practical nursing education program will be closing in April 2011.
- Letter of concern regarding establishment of Nursing Programs from Radford University- BSN program.

Application/Provisional Phase Site Visit

Southside Regional Medical Center, Associate Degree Nursing Education Program, Petersburg

Cynthia Parsons, RN, MSN, Program Director and Lavoy Bray, RN MEd were in attendance.

At 9:21 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Southside Regional Medical Center, Associate Degree Nursing Education Program in Petersburg. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 9:28 a.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend continued provisional approval and the authority to advertise and admit students is granted.

Ms. Dowling left the meeting.

Complaint Received

Medical Careers Institute, Emerywood-Associate Degree Nursing Education Program, Richmond

Annette Aurelio, RN, MSN, Program Director, Barbara Larar, Vice President and Tammy Colatranglio, Clinical Marketing Director

At 10:00 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Medical Careers Institute, Emerywood-Associate Degree Nursing Education Program in Richmond. Additionally, she moved that Ms. Douglas, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:10 a.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Based on the information in the complaint report the Board found the following violations in Board of Nursing regulations: **18VAC90-20-120.B.1.** and **18VAC90-20-120.E.** The Committee recommends changing this associate degree nursing education program from provisional approval to conditional approval with thirty (30) days to supply the Board with documentation regarding each clinical experience for each course. Documentation should include the name of the clinical course specifying the specialty area; number of required clinical hours; number of actual obtained clinical hours; clinical dates and shift times; clinical faculty; clinical facility, nursing units, and a brief description of the clinical experience per course for each student cohort. In addition, cease admissions of students until the Board receives and approves this documentation.

In addition to above, the school will supply the following:

1. Copies of all contracts for those facilities currently utilized for clinical experiences for the ADN program;
2. A current curriculum plan for the ADN program;
3. A clear, concise, and accurate documentation that students have had and will continue to have "...supervised clinical experience in nursing encompassing the attainment and maintenance of physical and mental health and the prevention of illness for individuals and groups throughout the life cycle and in a variety of settings." [18VAC90-20-120.B.1.] Observational experiences cannot be counted as direct client care hours; and
4. Accurate documentation regarding the number of clinical hours provided to students in the ADN nursing education program, [18VAC90-20-120.E.]

Ms. Dowling returned to the meeting.

Continued Approval Survey Visit

Wytheville Community College, Associate Degree Nursing Education Program, Wytheville

Rita Klimas, RN, MSN, Program Director, and Patsy Muncy, RN, MSN, Assistant Professor were in attendance.

At 10:20 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Wytheville Community College Associate Degree Nursing Education Program in Wytheville. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:25 a.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend continued approval pending receipt of the required documents submitted within thirty (30) days of the date of the Board action letter. The next survey visit will be conducted in 2020.

1. Provide position descriptions for the program director and faculty to meet the regulations. The current position description for program director does not indicate the authority to oversee the admission, progression and graduation of students. The current position description for faculty does not indicate the function to develop, implement, and evaluate the philosophy and objectives for the nursing education program. [**18VAC90-20-70.C.2. and 18VAC90-20-90.C.1.**];
2. Provide documentation of evidence of faculty continuing education. Evidence of continuing education was not available for 2 faculty members – Valerie Dunford and Carolyn King. [**18VAC90-20-90.A.3.**];
3. Provide a complete preceptor packet and plan to ensure preceptors are selected by faculty and to ensure that students are monitored. [**18VAC90-20-95.B.C.D.1-4 and 18VAC90-20-96.B.**];
4. Provide copies of Preceptor Agreements utilized for student clinical experiences. Preceptor agreements are not in place with clinical facilities where students are providing direct patient care, giving medications, injections and drawing blood without a faculty member present. Clinical agency indicate the students did not provide them with a signed “skills competency checklist”. [**18VAC90-20-96.B.**];
5. Provide documentation of direct patient care in Pediatrics for all students and a current curriculum plan,(additional contracts, preceptor agreements) indicating hours of direct patient care across the life cycle with hours of observation not counted toward the total direct care clinical hours. Pediatric direct patient care for all students could not be confirmed as acute care. Agencies report student participate in observational only experiences. [**18VAC90-20-120.B.1. and B.5.a,b,c; and 18VAC90-20-120E.**];
6. Provide copies of syllabi/lesson plans to include objectives to meet the regulations. Learning objectives and instruction of regulations and sections of the Code of Virginia related to nursing, patient rights, child abuse recognition and intervention, and prevention of neglect and abandonment were not indicated on course syllabi. [**18VAC90-20-120.B.5.a,b,c and 18VAC90-20-120.D.**]; and
7. Provide documentation of direct patient care for all students and a current curriculum plan,(additional contracts, preceptor agreements) indicating hours of direct patient care across the life cycle with hours of observation not counted toward the total direct care clinical hours. 500 hours of direct patient care across the life cycle could not be confirmed as students and agencies report the students participate in observational only experiences and preceptor agreements are not in place. [**18VAC90-20-120.E**]

Continued Approval Survey Visit

John Tyler Community College-Associate Degree Nursing Education Program, Midlothian

Deborah Ulmer, RN, PhD, Program Director and Charles Smith, Professor and Department Chair were in attendance.

At 10:32 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of John Tyler Community College Associate Degree Nursing Education Program in Midlothian. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:37 a.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend continued full approval pending receipt of the required documents submitted within thirty (30) days of date of the Board action letter. The next survey visit will be conducted in 2020.

1. Provide an organizational chart. The organizational plan does not reflect the lines of authority and communication of the nursing education program to the cooperating agencies or advisory committee. [18VAC90-20-70.D];
2. Provide a job description for the Program Director. There is no written evidence of the functions of the Program Director. [18VAC90-20-70.C.1-4];
3. Provide a job description for the Faculty. There is no written evidence of the functions of the faculty [18VAC90-20-90.C.1-4]; and
4. Provide a transition plan for a new program director to ensure continued leadership and direction for the nursing program. Notify the Board once a new program director is hired. The previous program director has recently been appointed to the Dean position. Therefore, she is assuming the roles of Dean and Program Director until the position is filled. [18VAC90-20-90. A.1-3,5]

Application/Provisional Phase to Establish a Nursing Education Program

J. Sargeant Reynolds Community College, LPN to ADN Program,
Richmond

Elaine Beaupre, RN, MSN, CNE, Program Coordinator and Susan Hunter, Dean, Nursing and Allied Health were in attendance.

At 10:49 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of J. Sargeant Reynolds Community College, LPN to ADN Program in Richmond. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 10:59 a.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend provisional approval to this ADN program pending the receipt of the following:

Provide faculty job descriptions that meet regulation **18VAC90-20-90**.

Once the faculty job description is received and approved, permission to advertise and admit students will be granted.

The next quarterly report is due by April 4, 2011.

Application/Provisional Phase to Establish a Nursing Education Program

Stratford University-Baccalaureate Degree Nursing Education Program, Falls Church and Woodbridge

Sharron Guillett, RN, PhD, Program Director was in attendance.

At 11:16 a.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Stratford University Baccalaureate Degree Nursing Education Program in Falls Church and Woodbridge. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 11:50 a.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend continued provisional approval pending receipt of the following within thirty (30) days:

1. Provide the Board documentation detailing the lines of authority and purpose and responsibilities for the role of the Assistant Director of Nursing for each program;
2. Provide the Board documentation detailing the description of the role and responsibilities of the Program Director for both campuses;
3. Provide the Board supporting documentation of **18VAC90-20-90.A.4.** compliance; and
4. Student admissions of the Woodbridge campus are rescinded until the program director is named that meets the degree requirements of **18VAC90-20-90.A.4.a.**

Continued Approval Survey Visit

Valley Vocational Technology Center-Practical Nursing Education Program, Fishersville

Darla Miller, Principal was in attendance.

At 1:09 p.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Valley Vocational Technology Center Practical Nursing Education Program in Fishersville. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 1:14 p.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend continued approval pending receipt of the required documents submitted within ninety (90) days from the date of the Board action letter. The next survey visit will be conducted in 2018.

1. Provide documentation of evidence of faculty continuing education. **[18VAC90-20-90.A3.];**
2. Provide copies of Preceptor Agreements utilized for student clinical experiences. **One** student reported that she was precepted by a med tech in a physician's office. Students report that they are assigned to a nurse by a unit manager, not sure of their role and not monitored by faculty. **[18VAC90-20-95];**

3. Provide a complete preceptor packet and plan to ensure preceptors are selected by faculty and to ensure that students are monitored to meet regulations. A complete preceptor packet meeting the regulations is not available. [18VAC90-20-95];
4. Provide copies of graduate and employer evaluations and student evaluations of clinical facilities to be utilized by the nursing education program. [18VAC90-20-130A] and
5. Provide plan and/or purchase orders for supplies for the skills lab and library resources. The skills lab is not adequately equipped to meet the needs of the students. Students do not have access to Pediatric/Infant manikins, IV pumps, feeding tube infusion pumps, etc. A dedicated nursing library and computer lab is not available for student and faculty use. The PNII classroom has computers but is shared with other classes, so students do not always have access. Nursing journals are not available for student/faculty use and nursing software is not available on the computers. [18VAC90-20-130.C.D]

Application to Establish a Nurse Aide Education Program

Riverside PACE, Newport News

Doris Mosocco, BSN, Executive Director and Edna Garcia, Program Coordinator were in attendance.

At 1:26 p.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Riverside PACE Nurse Aide Education Program in Newport News. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 1:35 p.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend approval of the application to establish a nurse aide education program at Riverside PACE in Newport News.

Continued Approval Survey Visit

Petersburg Public Schools-Practical Nursing Education Program,
Petersburg

Jeanne Maclin, BSN, Program Director, Shirley Dobie, RN, CTE Supervisor, and John L. Mayo, Assistant Superintendent were in attendance.

At 2:33 p.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Petersburg Public Schools Practical Nursing Education Program in Petersburg. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 2:55 p.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Based on the Committees review and the survey visit report of December 14-15, 2010, the Committee found the following violations of the Board of Nursing regulations: **18VAC90-20-70.D; 18VAC90-20-70.C.2-4; 18VAC90-20-90.C.3; 18VAC90-20-95.D.1-4; 18VAC90-20-95.C; 18VAC90-20-120.B.1; 18VAC90-20-120.E; 18VAC90-20-140.A.3.4.; 18VAC90-20-130.E; 18VAC90-20-130.F; 18VAC90-20-110.B.3; 18VAC90-20-120.B.5.c; 18VAC90-20-120.B.7.d; 18VAC90-20-70.A; 18VAC90-20-70.E; 18VAC90-20-110.C.13.14; 18VAC90-20-90.B.1; 18VAC90-20-130.B; 18VAC90-20-130.A.** The Committee recommends changing the program status from full approval to **conditional** approval with ninety (90) days to meet the following requirements:

1. Provide an organizational chart. The organizational plan does not reflect the lines of authority and communication of the nursing education program to the cooperating agencies or advisory committee. [**18VAC90-20-70.D.**];
2. Provide in the Program Director's job description the authority to oversee the admission, progression and graduation of students; to hire and evaluate faculty; and to recommend and administer the program budget consistent with established policies of the controlling agency. [**18VAC90-20-70.C.2-4**];
3. Provide in the Faculty's job description the authority to develop and evaluate student admission, progression, retention and graduation policies within the framework of the controlling institution. [**18VAC90-20-90.C.**];
4. Submit a preceptorship packet which includes written objectives, methodology, and evaluation procedures for a specified period to time; an orientation program for faculty, preceptors, and students; the performance of skills for which the student has had faculty-supervised clinical and didactic preparation; and the overall coordination by faculty who assume ultimate responsibility for implementation, periodic monitoring and evaluation. No preceptor packet is available at the present time. [**18VAC90-20-95.D.1-4**];

5. Provide evidence that the faculty is responsible for the designation of a preceptor for each student and communicates such assignment with the preceptor. Clinical staff stated that “whoever is in charge for the day is the preceptor for the student.” **[18VAC90-20-95.C.]**;
6. Provide a plan of action that discusses how the current students enrolled in the nursing program, in addition to those who have graduated and still require a clinical rotation in Maternity, Pediatrics and Mental Health Nursing will be able to complete the requirements for clinical experiences in these three specialties. For the past two years, students have not had any supervised clinical experience in maternity, pediatrics, or mental health nursing. **[18VAC90-20.120.B.1.]**;
7. Provide a curriculum plan indicating a minimum of 400 hours of direct client care (not including hours of observation) that each practical nurse student will receive while in the program. At the present time, clinical time is not shown on the curriculum plan. **[18VAC90-20-120.E.]**;
8. Provide verification that all current graduates have met the clinical requirements across the life cycle in a variety of clinical settings. **[18VAC90-20-120.B.1.]**;
9. Provide an explanation as to why the Board was not notified of the school’s inability to secure clinical sites for maternity, pediatric and mental health nursing for a two year period and the budgetary constraints regarding funding for two faculty positions that were not replaced. **[18VAC90-20-140.3, 4]**;
10. Provide accurate clinical affiliation agreements/contracts for Golden Living Centers- Battlefield and Walnut Hill locations. Clarification is needed in relation to the discrepancy of the dates of the contracts. Golden Living Center – Battlefield does not appear to have a date on the contract but September 2010 was submitted to the Board; and Golden Living Center-Walnut Hill has a date of December 5, 2005 but September 2010 was submitted to the Board. **[18VAC90-20-130.E.]**;
11. Provide evidence of written observational objectives planned in cooperation with the agency involved to be given to the students and clinical agency. At the present time, there are none available for review. **[18VAC90-20-130.F]**;
12. Provide documentation in each student’s file of their current record of achievement. There were no current records of achievement found in any of the 22 pre-clinical and clinical student folders reviewed. **[18VAC90-20-110.B.3]**;
13. Provide evidence that content containing prevention of neglect and abandonment are included in the curriculum. **[18VAC90-20-120.B.5.c.]**;
14. Provide evidence that content containing the prevention and appropriate response to situations of bioterrorism are included in the curriculum. **[18VAC90-20-120.B.7.d.]**;
15. Provide documentation of approval or accreditation by the appropriate state agencies or by an accrediting agency recognized by the U.S. Department of Education for this pre-licensure practical nursing education program. **[18VAC90-20-70.A.]**;
16. Provide evidence of financial support and resources sufficient to meet the goals of the nursing education program. **[18VAC90-20-70.E.]**;

17. Publish and make available a school calendar as well as the annual passage rates on NCLEX-PN for the past five years for review by students as well as the public. [18VAC90-20-110.C.13., 14.];
18. Provide sufficient number of faculty to prepare students to achieve the objectives of the program. Prior to the visit, two faculty members had resigned and were not replaced due to "budget constraints". Another faculty member resigned shortly following this survey visit. The Program Director is assuming one of those teaching positions as well as the duties of program director. [18VAC90-20-90.B.1];
19. Provide for secretarial support to assist with curriculum demands. At the present time, there is no designated person for secretarial support for the nursing program. [18VAC90-20-130.B];
20. Develop an evaluation form for employer evaluations of graduates to be utilized six months after graduation. None were in the materials provided for review. [18VAC90-20-130.A]; and
21. The admission of students is prohibited until all documentation is submitted and approved by the Board.

Jefferson College of Health Sciences, Roanoke

Application/Provisional Phase to Establish an Accelerated Baccalaureate Degree Nursing Education Program

Program/Location Change Site Visit for the Pre-licensure Baccalaureate Degree Nursing Education Program

Ava Porter, RN, PhD, Department Chair and Rebecca Greer, RN, MSN, DNP, Pre-licensure Program Director were in attendance.

At 3:17 p.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Jefferson College of Health Sciences Accelerated and Pre-licensure Baccalaureate Degree Nursing Education Program in Roanoke. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 3:21 p.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Application/Provisional Phase to Establish Nursing Education Program

Jefferson College of Health Sciences-Accelerated Baccalaureate Degree Nursing Education Program, Roanoke

Action: Recommend:

1. Granting provisional approval;
2. Advertising the program and the admission of students is granted; and
3. Submit quarterly report on April 4, 2011.

Program/Location Change Site Visit

Jefferson College of Health Sciences-Pre-licensure Baccalaureate
Degree Nursing Education program, Roanoke

Action: Recommend continue full approval and accept the site visit
report as information.

**Application/Provisional Phase to Establish a Nursing Education
Program**

Centra Schools of Nursing-Associated Degree Nursing Education
Program, Lynchburg

Kathy Johnson, Interim Dean was in attendance.

At 3:26 p.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Centra Schools of Nursing Associated Degree Nursing Education Program in Lynchburg. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 3:34 p.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend provisional approval to this ADN program pending the following:

1. A successful site visit **18VAC90-20-40.B**;
2. Provide documentation of approval or accreditation by the appropriate state agencies or by an accrediting agency recognized by the United States Department of Education, **18VAC90-20-70.A**.; and
3. The authority to advertise and admit students will be granted pending the results of #1 and #2 being completed.

On-Site Visit Report – Program Requiring Remediation

Salvation Academy, Alexandria

Ruth Cruz, RN, Director of Nursing, Penny Morgan, LPN, Instructor, and Brima Bob Deen, President were in attendance.

At 4:01 p.m., Ms. Lane moved that the Education Informal Conference Committee convene a closed meeting pursuant to § 2.2-3711 (A) (28) of the Code of Virginia for the purpose of deliberation to reach a decision in the matter of Salvation Academy Nurse Aide Education Program in Alexandria. Additionally, she moved that Ms. Douglas, Ms. Dowling, Dr. Saxby and Ms. Mueller attend the closed meeting because their presence in the closed meeting was deemed necessary.

The motion was seconded and carried unanimously. The Committee reconvened in open session at 4:06 p.m.

Ms. Lane moved that the Education Informal Conference Committee heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened.

Action: Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Provide evidence that the Primary Instructor provides the actual teaching of the course, [18VAC90-25-30.B.2] and [18VAC90-25-30.B.3];
2. Provide evidence that prior to being assigned to teach the nurse aide education program, all instructional personnel shall demonstrate competence to teach adults and receive approval by the Virginia Board of Nursing, [18VAC90-25-30.D.];
3. Add content to the curriculum for fall prevention, [18VAC90-25-40.A.1.c];
4. Add Objective and content for measuring and recording food intake, [18VAC90-25-40.A.2.d.];
5. Add content and objective for care of the sensory impaired client, [18VAC90-25-40.A.5.c.];
6. Add content and objective for using assistive devices for dressing a client, [18VAC90-25-40.A.6.a.];
7. Add content and objective for bowel and bladder training, [18VAC90-25-40.A.6.d.];
8. Add content and objective for caring for and using prosthetic devices, [18VAC90-25-40.A.6.e.]; and
9. Add content and objective for appropriate management of conflict, [18VAC90-25-40.A.10.].

The following suggestions for improving the program:

1. Increase the size of the skills lab;
2. Use the Skills Check List that was included with the Board of Nursing approved application for the Nurse Aide program;
3. Use the curriculum document (Objectives and Topical Outline) approved by the Board of Nursing rather than the topical outline of the textbook for classroom blueprint;
4. Increase amount of time spent in the skills lab; and
5. Create a calendar of classroom and clinical days and times for students to receive at the beginning of each session.

Curriculum Change

University of Virginia-Clinical Nurse Leader, Charlottesville

Action: Recommend continued full approval and accept the curriculum change as information.

Program Change

Riverside School of Professional Nursing-Diploma Degree Nursing Education Program, Newport News

Action: Recommend continued full approval and accept the program change as information.

Application/Provisional Phase Site Visit

Patrick Henry Community College, Franklin-Practical Nursing Education Program, Rocky Mount

Action: Recommend:

Accept site visit report as information and grant provisional approval effective August 10, 2010.

Continued Approval Survey Visit

Marymount University-Accelerated Baccalaureate Degree Nursing Education Program, Arlington

Action: Recommend continued full approval. Notify the Nursing Education Consultant at the Board office when the move to the new building is complete so a site visit can be scheduled. The next full self study survey visit will be conducted in 2020.

Continued Approval Survey Visit

Wytheville Community College, Practical Nursing Education Program, Galax

Action: Recommend continued approval of this practical nursing education program and the next survey visit will be scheduled in 2018.

Curriculum Change

Virginia Appalachian Tri-college-Associate Degree Nursing Education Program, Abingdon

Action: Recommend continue full approval and accept curriculum change as information.

NCLEX-PN Plan of Correction

Medical Learning Center-Practical Nursing Education Program, Arlington

Action: Recommend to accept NCLEX Plan of Correction as information.

Programs on Conditional Approval with Pass Rates Below 80%

The following programs will be considered at the May 10, 2011 Education Informal Conference Committee meeting:

Eastern Shore Community College-Practical Nursing Education program, Melfa

Hampton University-Baccalaureate Degree Nursing Education program, Hampton

Mountain Empire Community College-Practical Nursing Education program, Big Stone Gap

New Horizons Regional Medical Center-Practical Nursing Education program, Hampton

Richmond School of Health and Technology (RSHT)-Practical Nursing Education program, Richmond

Skyline College-Practical Nursing Education program, Roanoke

Southwest Virginia Community College-Practical Nursing Education program, Richlands

Ultimate Health Sciences-Practical Nursing Education program, Falls Church

Virginia School of Nursing and Medical Institute-Practical Nursing Education program, Springfield

Program/Location Change Site Visit

Piedmont Virginia Community College-Associate Degree Nursing Education Program, Charlottesville

Action: Recommend to accept the site visit report as information.

Quarterly Reports Meeting All Requirements

The following programs have submitted quarterly reports that meet the requirements of the Virginia Board of Nursing:

Bon Secours Memorial College of Nursing-Baccalaureate Degree Nursing Education program, Richmond
Bryant & Stratton College-Associate Degree Nursing Education program, Richmond
Dabney S. Lancaster Community College-Practical Nursing Education program, Lexington
Eastern Shore Community College-Practical Nursing Education program, Melfa
Eastern View High School/Germanna Community College-Practical Nursing Education program, Culpeper
Everest College-Associate Degree Nursing Education program, McLean
Fortis College-Associate Degree Nursing Education program, Norfolk
Fortis College-Associate Degree and Practical Nursing Education programs, Richmond
Germanna Associate Degree Hybrid LPN to RN program, Locust Grove
ITT Technical Institute-Associate Degree Nursing Education program, Norfolk
John Tyler Community College Hybrid Distance Education-Associate Degree Nursing Education program, Midlothian
Patrick Henry Community College, Franklin-PN program, Rocky Mount
Rappahannock Community College-Associate Degree Nursing Education program, Glenss
Southside Regional Medical Center Professional Schools-Associate Degree Nursing Education program, Petersburg
Southside Virginia Community College-Associate Degree Nursing Education program, South Boston
Stratford University-Baccalaureate Degree Nursing Education program, Falls Church
The George Washington University-Baccalaureate Degree Nursing Education program, Ashburn

Action: Recommend:

1. Accept the quarterly report as information; and
2. The next quarterly report is due Monday, April 4, 2011.

Quarterly Report Requiring Additional Information

Blue Ridge Job Corps, Practical Nursing Education Program, Marion

Action: Recommend continued conditional approval pending submission of the following information within thirty (30) days:

1. Provide copies of clinical contracts for each clinical site;
2. Provide the clinical agency form which is enclosed to the Board office; and
3. The next quarterly report is due on Monday, April 4, 2011.

Quarterly Report Requiring Additional Information

Chamberlain College of Nursing-Baccalaureate Degree Nursing
Education Program, Arlington

Action: Recommend continued provisional approval pending submission of the following information within thirty (30) days:

1. Provide copies of faculty job descriptions;
2. Provide a Faculty Summary form to include program director and current faculty; and
3. The next quarterly report is due on Monday, April 4, 2011.

Quarterly Report Requiring Additional Information

Longwood University-Baccalaureate Degree Nursing Education Program,
Farmville

Action: Recommend continued provisional approval pending submission of the following within thirty (30) days:

1. Provide the clinical agency form which is enclosed to the Board office;
2. Provide updated faculty summary form that includes faculty who are responsible for instruction of maternity and psychiatric nursing content; and
3. The next quarterly report is due on Monday, April 4, 2011.

Quarterly Report Requiring Additional Information

Star Institute-Practical Nursing Education Program, Fairfax

Action: Recommend continued provisional approval pending submission of the following information within thirty (30) days:

1. Provide a completed copy of the Faculty Summary form;
2. Provide a completed Clinical Agency form (enclosed);
3. Provide copies of all clinical affiliation agreements utilized by the program; and
4. The next quarterly report is due on Monday, April 4, 2011.

Response to Requirements Not Met

Lord Fairfax Community College-Associate Degree Nursing Education
Program, Middletown campus

Action: Recommend continued approval pending receipt of the following information within thirty (30) days:

1. Clarify the existence or not of a Community Advisory committee;
2. Provide a faculty summary to the Board (document enclosed);

3. Verify that all LPN to ADN students receive mental health theory and clinical experiences as a pre-licensure RN student. **18VAC90-20-120.B.1**; and
4. Submit a copy of the mental health clinical agreement.

Application to Establish a Nurse Aide Education Program

Karlise Care Essentials Training Academy, LLC, Palmyra

Action: Recommend approval of the application to establish a nurse aide education program at Karlise Care Essentials Training Academy, LLC pending receipt of the following:

Evidence of detailed content and objective for “Demonstrating an understanding of and responding appropriately to the behavior of ...sensory impaired clients” [**18VAC90-25-40.A.5.c**].

Application to Establish a Nurse Aide Education Program

Medical Solutions, Danville

Action: Recommend approval of the application to establish a nurse aide education program at Medical Solutions pending receipt of the following:

1. Clarification of the actual hours for classroom and skills lab;
2. A statement that the program has the resources and equipment to meet the Board of Nursing’s requirements for the nurse aide program; and
3. Evidence that the skills checklist includes a section for performance of skills in the clinical area.

Program Evaluation Report - Programs meeting all regulations

Action: Recommend continued approval of the following nurse aide education programs:

Adult Career Development Center, Richmond
Alete Home Health Services, LLC, Lynchburg
Amherst County Nurse Aide Education Program, Monroe
Bluestone High School, Skipwith
Bon Secours Nurse Aide Training Program, Norfolk
Buchanan County Technology and Career Center, Grundy
Buckingham Vocational Center, Buckingham
Career Training Solutions, Fredericksburg
Christiansburg High School, Christiansburg
Colonial Heights High School, Colonial Heights
Dogwood Village of Orange County Health and Rehabilitation, Orange
Dowell J. Howard Center, Winchester
Eastern Shore Community College, Melfa
Floyd S. Kay Technical Center, Lexington
Generation Solutions, Lynchburg

Generation Solutions, Roanoke
Healthcare Solutions, Petersburg
Heritage Hall Nursing and Rehabilitation Center, Leesburg
Lord Fairfax Community College, Middletown
Mountain View Nursing Home, Aroda
Park View High School, South Hill
Piedmont Virginia Community College, Charlottesville
Portsmouth Public Schools, Portsmouth
Southside Virginia Community College, Keysville
Southside Virginia Community College, Chase City
Trinity Mission of Farmville, Farmville
Valley Vocational Technical Center, Adult, Fishersville
Valley Vocational Technical Center, High School, Fishersville
WCPS, Blue Ridge Technical Center, Front Royal
Warren Memorial Hospital, Front Royal
William Neff Center, Abingdon

On-Site Visit Report – Program Requiring Remediation

American Red Cross Training Program-Virginia Capital Region,
Richmond

Action: Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Add objective and content for orthotic devices [18VAC90-25-40.A.6.3]; and
2. Add objective and content for appropriate management of conflict [18VAC90-25-40.A.10.].

On-Site Visit Report – Program Requiring Remediation

Danville Community College, Danville

Action: Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Add objective for utilizing client's family or concerned others as a source of emotional support [18VAC90-25-40.A.4.e.];
2. Add objective for providing culturally sensitive care [18VAC90-25-40.A.4h.];
3. Add objective for care of the cognitively or sensory (visual and auditory) impaired client [18VAC90-25-40.A.5.a.b.c.d.]; and
4. Add objective for clients' rights. d. Providing assistance necessary to participate in client and family groups and other activities. e. maintaining care and security of the client's personal possessions. f. Promoting the resident's rights to be free from abuse, mistreatment and neglect and the need to report any instances of such treatment to appropriate staff [18VAC90-25-40.A.7.d.e.f.].

On-Site Visit Report – Program Requiring Remediation

Dickenson County Career Center, Clincho

Action: Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Add content and objective for teaching the client in self-care according to the client's abilities as directed by a supervisor [18VAC90-25-40.A.6.f]; and
2. Ensure that each student receives a copy of their skills record at the completion of the nurse aide program the nurse aide must receive a copy of this record and a certificate of completion from the program [18VAC90-25-50.A.1.].

On-Site Visit Report – Program Requiring Remediation

George Washington High School, Danville

Action: Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Add content and objective for caring for and using prosthetic and orthotic devices [18VAC90-25-40.A.6.E.];
2. Add content and objective for giving assistance in resolving grievances and disputes [18VAC90-25-40.A.7C.]; and
3. Add content and objective for legal and regulatory aspects of practice as a certified nurse aide, including but not limited to, consequences of abuse, neglect, misappropriation of client property and unprofessional conduct [18VAC90-25-40.A.8.].

On-Site Visit Report – Program Requiring Remediation

Hopewell High School, Hopewell

Action: Recommend conditional approval with thirty (30) days to meet the following requirement:

Provide evidence that the skills record reflects the major skills taught and the date of performance by the student [18VAC90-25-50.A.1.].

On-Site Visit Report – Program Requiring Remediation

Salem Health and Rehabilitation Center, Salem

Action: Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Add content and objective for teaching the client in self-care according to the client's abilities as directed by a supervisor [18VAC90-25-40.A.6.f]; and
2. Ensure that each student receives a copy of their skills performance record upon completion of the program [18VAC90-25-50.A.1.].

On-Site Visit Report – Program Requiring Remediation

Trinity Mission of Charlottesville, Charlottesville

Action: Recommend conditional approval with thirty (30) days to meet the following requirements:

1. Add objectives for communication and interpersonal skills [18VAC90-25-40.A.1.a.];
2. Revise objectives to include “record” with all measurement skills [18VAC90-25-40.A.2.b.c.e.];
3. Add objective for bowel and bladder training [18VAC90-25-40.A.6.d.];
4. According to documentation provided to the on-site visitor, the program appears to be one-hundred twelve (112) hours in length [18VAC90-25-50.C.1.]; Ensure that the program is at least 120 hours; and
5. Ensure that the classroom facilities meet federal and state requirements [18VAC90-25-50.D.1-5.].

On-Site Review Reports – Nurse Aide Programs Meeting All Regulations

Action: Recommend continued approval of the following nurse aide education programs:

Appomattox County High School, Adult and High School programs, Appomattox
Bedford Science and Technology Center, Adult and High School programs, Bedford
Blue Ridge Nursing Center, Stuart
Care Plus Nurse Aide Training Program, Woodbridge
Chesapeake Center for Science and Technology, High School program, Chesapeake
Classic Nurses Academy, Alexandria
Dailey’s Health Care, Inc., Chesapeake
Madison County High School, Madison
Page County Technical Center, Adult and High School programs, Luray
Petersburg Public Schools, High School and Adult programs, Petersburg
Prince Edward County High School, Farmville
Riverside Lifelong Health and Aging Related Services, Newport News
Tidewater Community College, Virginia Beach

Meeting adjourned at 4:27 p.m.

Paula B. Saxby, R.N., Ph.D.
Deputy Executive Director

Tomeka Dowling, R.N. M.S.
Nursing Education Consultant